



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

See section 10

NO.

630-7

EFFECTIVE DATE

June 24, 1996

SUBJECT

#### **READY RESERVE FORCE: LOGISTICS SUPPORT SYSTEM (RRF/LSS)**

**SECTION 1. PURPOSE:** This order describes the Ready Reserve Force Logistics Support System (RRF/LSS) and assigns responsibilities related thereto within the Maritime Administration (MARAD).

**SECTION 2. OBJECTIVE:** To provide for the logistics support necessary to sustain Ready Reserve Force (RRF) vessels in operation for a period of 180 days.

**SECTION 3. SCOPE:** The RRF/LSS consists of three major programs:

**3.01 Shipboard Supply Management Program.** This program encompasses the supply management of shipboard equipment and spare parts, outfit material (including controlled material), technical documentation, and associated shipboard supply management procedures relating to procurement, issue and receipt, transfers, physical inventories, equipment validation, safety, and security procedures.

**3.02 Configuration Management Program.** This program establishes uniform requirements applicable to the configuration management of material items which are acquired, operated or supported by MARAD.

**3.03 Shore-Based Spares Program.** This program encompasses the storage and management of material stored shoreside in anticipation of RRF requirements. For the most part, shore-based spares consist of insurance and long lead-time equipment spares and material from reutilization sources.

**SECTION 4. RESPONSIBILITIES:**

**4.01 The Associate Administrator for National Security (MAR-600)** has overall responsibility for the RRF/LSS.

**4.02 The Director, Office of Ship Construction (MAR-720),** as MARAD's Program Manager for the construction and conversion of vessels scheduled for inclusion in the RRF, shall ensure that all specifications for construction and conversion of RRF vessels reflect the requirements and details established by MARAD's configuration management program. All specifications that will result in an alteration/change of vessel equipment configuration must contain a MARAD Configuration Change Proposal (CCP) (Form MA-986), with a copy forwarded to MAR-614 for an assessment of the logistics impact of the proposal.

**4.03 The Director, Office of Ship Operations (MAR-610),** as MARAD's RRF Program Manager, shall:

- 1 Through management reports and general oversight, ensure that the RRF/LSS effectively supports the RRF requirements.
- 2 Provide adequate funds and personnel resources to support all aspects of the RRF/LSS.

**4.04 The Chief, Division of Ship Maintenance and Repair (MAR-611)** shall:

- 1 Establish the configuration change control criteria for the RRF and monitor and approve all configuration changes requiring shipyard assistance.

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- 2 Ensure that all RRF vessel upgrade specifications include the submission of Form MA-986, with a copy provided to MAR-614 for review of the logistics impact of the proposal.

4.05 The Chief, Division of Logistics Support (MAR-614) shall:

- 1 Serve as the RRF/LSS Program Manager with functional responsibility for the RRF/LSS, including development and implementation of policies, procedures, and systems necessary to provide effective logistics support for the RRF program. Serve as the system manager for both manual and automated logistics support systems developed for the RRF/LSS.
- 2 Monitor and evaluate conformance with established policies and procedures and report deficiencies to the RRF Program Manager. Ensure that corrective action is taken by responsible officials when required.
- 3 Coordinate the development, approval, and promulgation of Ship Allowance Lists (SALs) and Shipboard Outfit Lists (SOLs); and coordinate logistics support requirements for overhauls and other actions applicable to RRF vessel acquisition, upgrade, or conversion.
- 4 Monitor and assess the overall condition and security of spare parts, outfit items, and shore-based spares by conducting reviews of the RRF/LSS. Logistics Management Reviews shall be conducted annually within each region. Schedule periodic validation and inventories of both shipboard and shore-based material.
- 5 Develop and implement policies and procedures associated with the equipment configuration management and provisioning programs. Assess the impact on logistics support of all proposed vessel configuration changes.
- 6 Serve as the designated Accountable Property Officer (APO) for Shore-based Spares Program per Maritime Administrative Order (MAO) 330-13. Exercise technical and administrative control over the Shore-based Spares Program. Approve and direct the acquisition of shore-based spares and transfer of shore-based spares among regions. Provide periodic financial accountability reports for shore-based spares to the Chief, Division of Accounting Operations (MAR-333).

4.06 The Region Directors shall:

- 1 Appoint a Region Logistics Management Officer (LMO) for the RRF/LSS. The LMO, under the direction of the Ship Operations and Maintenance Officer (SOMO), is responsible for the overall RRF/LSS functions within the Region.
- 2 Appoint an APO for the RRF/LSS. The APO, under the direction of the SOMO, is responsible for property management functions per MAO 330-13, e.g.:
  - (1) Preparing Reports of Survey (DOT F 4410.1) for lost, damaged, or destroyed equipment; preparing Reports of Excess Personal Property (SF-120) for excess, obsolete, or beyond economic repair items (questions regarding historic artifacts must be referred to MAR-612 for disposal instructions or to resolve questions of historical significance).
  - (2) Maintaining the official record of controlled equipage and high-value items located on RRF vessels.
  - (3) Ensuring that inventories of all controlled equipage on RRF vessels are conducted annually by property custodians (ship managers) per RRF/LSS policies and procedures.

- (4) Ensuring that property custodians are cognizant of the detailed operating procedures and required submissions of documentation to ensure proper accountability for property assigned to their custody.
  - (5) Scheduling inventories upon assignment of property to a new custodian, upon termination of appointment as a custodian, on a periodic basis as required, or when there is reason to believe that serious deficiencies exist in property accountability.
- 3 Provide for the quality assurance of all logistic support operations conducted within their region. This includes, but is not limited to:
- (1) Verification of: repair part inventories and inventories associated with ship manager turnover related to new vessel acquisitions; and installed equipments (equipment validation).
  - (2) Logistic support requirements for RRF overhauls, upgrades, and conversions.
  - (3) Shipboard equipment validations and inventories conducted as part of the overall five-year logistics overhaul program.
- 4 Monitor the performance of ship managers, general agents, and fleet superintendents to ensure all responsibilities related to acquisition, security, use and disposal of all government-owned property are properly and effectively carried out per RRF/LSS policy and procedures and other applicable requirements. As a minimum:
- (1) A region official is to conduct a random check of the physical security on each vessel at least once every six months.
  - (2) Conduct a sample audit of repair part and outfitting recordkeeping, at the end of three and six months from the date of assignment to a new custodian, and yearly thereafter.
  - (3) Correct any deficiencies per established RRF/LSS procedures.
- 4.07 Region Ship Operations and Maintenance Officer (SOMO) shall:
- 1 Be aware of the supply readiness status of the RRF vessels assigned to the Region.
  - 2 Serve as the Custodial Officer for the Shore-based Spares Program with responsibilities per the Equipment Management and Control Handbook (DOT H 4410.4).
  - 3 Prepare, approve, and forward equipment configuration change proposals as required by RRF/LSS policies and procedures. Ensure that no vessel configuration change is made without processing Form MA-986.
- 4.08 The Fleet Superintendent, National Defense Reserve Fleet (NDRF) sites, shall be responsible for the custody and security of onboard spares and outfit material on MARAD vessels (RRF and NDRF) located at their fleet site and not assigned to a ship manager or general agent.
- 4.09 Ship Managers and General Agents shall provide for the custody and security of onboard spares and outfit material on RRF vessels per their respective contract or service agreement.
- 4.10 Property Custodians shall:

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- 1 Maintain current custodial records and submit to the APO documentation necessary to support all transactions which create changes to those records.
- 2 Ensure property is accorded proper care and security and is used only for official purposes.
- 3 Submit reports of any lost, damaged or destroyed property using the appropriate RRF/LSS policy and procedures.
- 4 Assist in the conduct of physical inventories to reconcile their property accounting records.
- 5 Conduct an annual inventory of controlled equipage per RRF/LSS policy and procedures. Forward results of the inventory to the SOMO for review/approval and forwarding to the Region APO. Inventories are required one year after the initial inventory and after each activation period.

**SECTION 5. SHIPBOARD SUPPLY MANAGEMENT PROGRAM:**

5.01 **Scope.** The Shipboard Supply Management Program encompasses all supply management functions performed aboard vessels or in direct support of shipboard operations. Included are allowance and inventory management policy, procedures, and information for shipboard spare parts, outfit material, and technical documentation.

5.02 **Policy.**

- 1 Requirements for equipment validations and repair part inventories will be included in the appropriate specifications for the acquisition, upgrade or conversion of vessels to be inducted into the RRF.
- 2 The stocking of repair parts in RRF vessels will be based on approved SALs. The SAL will include repair parts required to support underway vessel repairs and also difficult to obtain, long lead-time repair parts which may be required during a major overhaul. In the case of the latter, such parts will be added to the SAL and stored aboard the lead vessel of a particular "series" or class, or assets in the shore-based spares system.
- 3 The SAL will be derived from the repair part information identified in the Builder's Allowance List or Consolidated Shipboard Allowance List (COSAL) in the case of Military Sealift Command (MSC) vessels, which accompany the vessels at the time the vessel is acquired by MARAD. Subsequent allowance changes will result from experience gained during the Operation Phase of the vessel; including deletions and additions resulting from equipment changeouts; acquisition of hard to get, long lead-time parts required for major overhauls; programmed efforts to standardize shipboard allowances for common equipments within the fleet; and any adjustments necessary to meet the 180-day mission requirement.
- 4 The acquisition of repair parts to fill deficiencies or to replenish parts used during the activation and operational phase will be a joint effort between MARAD and the ship manager/general agent per MARAD procedures, the ship manager contract, or general agent service agreement.
- 5 Repair parts acquired in conjunction with vessel acquisitions or other bulk acquisitions will be based on overall fleet requirements.
- 6 Except where otherwise economically justified, no shoreside inventory of repair parts to support shipboard allowances will be maintained.

**5.03 Physical Inventories.**

- 1 An initial inventory of repair parts shall be conducted per the provisions of the vessel acquisition contract.
- 2 An inventory, either wall-to-wall or by specific location, may be required at any time if the accuracy of existing inventory data is suspected of being less than 90 percent.
- 3 A physical inventory shall be conducted in accordance with the provisions of the vessel upgrade or conversion contract; in conjunction with any shipboard equipment validation effort described in 5.04 below; and per the standard MARAD specification for shipboard inventories and validations.

**5.04 Equipment Validations.** The validation of installed vessel equipment, machinery, and components shall be conducted as follows:

- 1 Per the provisions of a vessel acquisition, upgrade, or conversion contract.
- 2 Per MARAD's five-year logistics overhaul plan to improve the logistics readiness condition of RRF vessels.
- 3 Per the standard MARAD specification for shipboard inventories and validations.

**5.05 Maintenance of the Ready Reserve Force (RRF) Equipment Configuration and Spare Parts Management System (RRF-ECSMIS).**

- 1 RRF-ECSMIS constitutes the official record of equipment and repair parts aboard all RRF vessels.
- 2 Ship managers, general agents, and MARAD Fleet Superintendents are responsible for repair parts on RRF vessels for which they have been assigned as Property Custodians. As such, they shall comply with the instructions contained in the RRF Logistics Management Manual.
- 3 Ship managers are responsible for updating RRF-ECSMIS with equipment changes, spare parts receipts and issues, and other supply-related transactions. Direct input is necessary only when there is no crew assigned to a vessel. Updates are made by on-line access to RRF-ECSMIS or via a personal computer ship allowance list (PC-SAL) program. Regions are responsible for updating RRF-ECSMIS only when there is no ship manager or general agent assigned to a vessel. Regions are also responsible for maintaining RRF-ECSMIS as the official record of controlled equipage and high-value items for all vessels.
- 4 The Division of Logistics Support has overall responsibility for the maintenance of RRF-ECSMIS.

**5.06 Use of Onboard Repair Parts.** It is MARAD policy that shipboard spare parts are only to be used during vessel activation, operation, or Phase IV Reduced Operating Status (ROS), and as follows:

- 1 If the ship manager, general agent or MARAD maintenance personnel are unable to maintain or repair a particular piece of equipment, and by that equipment not being operationally ready it causes the "C" readiness status of the vessel to drop below C-2, then such onboard spare parts that are available may be used, but only after written approval from the MARAD ship manager's Contracting Officer's Technical Representative (COTR) in the case of the ship manager, and the Region's supervisory marine surveyor in all other cases.

- 2 If during any shipyard period, the lack of repair parts will cause additional costs to be incurred by the Government due to an extended shipyard period, then such onboard spare parts that are available may be used, but only after written approval from the MARAD ship repair COTR or his/her representative, and notification to the Contracting Officer.

**SECTION 6. SHIPBOARD OUTFIT MATERIAL:**

6.01 **Scope.** RRF shipboard outfit material includes all non-installed equipment and supplies, less the repair parts identified in the SAL. Outfit items include, but are not limited to maintenance and mission essential material and all items required by the U.S. Coast Guard and the American Bureau of Shipping (ABS), and any other regulatory body. Examples are: life saving, firefighting, transfer at sea, communication, steward, deck, navigation and engineering items and equipment.

6.02 **Categories of Outfit Material.** Outfit material falls into one of the following management categories:

- 1 **Consumables.** Those articles, commodities and supplies required in the maintenance and operation of the vessel and the living and berthing of passengers, officers and crew, including, but not limited to articles and commodities in the following general classifications:
  - (1) Consumed in their initial usage (paints, packing, soaps, medicines, metals, oils, greases, chemicals, gases, fuel for auxiliary machinery and equipment, etc.).
  - (2) Term of usage or life is so short that after initial use, such items cannot be recovered for reissue or are practically valueless for sale or transfer (paint brushes, brooms, mops, rope (except hawsers) and cordage, etc.).
  - (3) General use which, after installation, lose their identity and become part of a general installation or a part of a larger piece of equipment (pipe, pipe fittings and valves, electrical fittings, fire bricks and tile, etc.).
- 2 **Expendables.** Those articles which are portable, semiportable and detachable and are used in the normal day-to-day maintenance and operation of the vessel. Such items are subject to casual or gradual deterioration and replacement, but are not readily consumed by usage and are not subject to economical repair. Examples include: hawsers, towing and mooring wire cables, hand tools and certain portable power tools, certain inexpensive test equipment, shackles, slings, cargo securing gear, linens, silverware, crockery, draperies and curtains, desks, chairs, etc.
- 3 **Nonexpendables.** Those articles and equipage which are required for the maintenance and operation of the vessel but are subject to special controls or to economical repair when no longer serviceable, rather than disposed of and replaced. Included in this category are controlled equipage items such as binoculars, chronometers, sextants, etc. Other examples of nonexpendable outfit items include forklift trucks or other self-propelled material handling equipment, certain communication equipment, certain highly technical test equipment, etc.
- 4 **Controlled Equipage.** Part of the vessel's nonexpendable outfit category which is considered highly pilferable, and therefore requires special attention in order to ensure positive control over the inventory. A list of controlled equipage items will be published in the RRF Logistics Manage-

ment Manual. Controlled equipage is subject to signature control during all RRF phases. Each item shall be identified by nomenclature and serial number, if such exists.

**6.03 Shipboard Outfit Lists (SOL).**

- 1 The outfit requirements for RRF vessels must be documented in a SOL and identified by department, i.e., deck, engineering, steward and medical.
- 2 Each item in the SOL must contain sufficient technical nomenclature to facilitate replenishment.
- 3 Established SOLs will be subject to modification based on ship manager's recommendations and regulatory body requirements.

**6.04 Physical Inventories.**

- 1 An initial inventory of outfit items shall be conducted per provisions of the vessel acquisition contract.
- 2 A physical inventory of outfit items, less consumables, shall be conducted whenever there is a change in a ship manager or general agent.
- 3 A physical inventory of controlled equipage shall be conducted by the ship manager or general agent once a year and after each activation. Such inventories shall be forwarded to the appropriate Region SOMO and included in the appropriate Ship Survey Report. The Region APO shall be provided a copy in order to:
  - (1) Initiate Reports of Survey as necessary for lost, damaged, or destroyed property.
  - (2) Prepare Reports of Excess Personal Property as necessary.
  - (3) Annually, not later than October 15, report to MAR-614 the below information for each fiscal year ending September 30:
    - (a) Number of vessels that submitted a physical inventory.
    - (b) Number of other RRF inventories conducted during the fiscal year (warehouses, etc.).
    - (c) Number of Reports of Survey prepared during the fiscal year and the total acquisition cost of equipment included on the reports (lost, damaged, or destroyed property).
    - (d) Number of Reports of Survey and total acquisition cost in which all parties were relieved of any liability or responsibility for the loss, damage, or destruction.
    - (e) Number of Reports of Survey and total acquisition cost in which an individual(s) was(were) held pecuniarily liable.

**SECTION 7. MANAGEMENT OF SHORE-BASED SPARES:**

**7.01 Stockage Policy.**

- 1 Shore-based spares inventories will consist of material which is critical to the RRF readiness mission, but is generally not readily available on the open market. However, material may be stocked whenever it is determined that such action is in the best interest of the Government.

- 2 Although every effort will be made to strategically position shore-based spares, both first and second destination shipping charges will be considered when acquiring such spares.

**7.02 Acquisition of Shore-based Spares.**

- 1 Material for shore-based inventories will not be acquired unless authorized by the Chief, Division of Logistics Support. Accordingly, all offers and subsequent procurement from commercial, government or other sources will be coordinated by the Division of Logistics Support.
- 2 Acquisition of equipment for shore-based stocking will be fully justified, in advance, with a view toward RRF mission readiness requirements.

**7.03 Use and Replenishment of Shore-based Spares.**

- 1 With the exception of those items designated as MARAD Headquarters Controlled Items, Region Directors have the authority to issue material from the shore-based inventory to maintain RRF vessels.
- 2 Replenishment of shore-based spares will be based on the Regions' requirements determination submitted to the Division of Logistics Support.

**7.04 Redistribution of Shore-based Spares.** Whenever economically feasible, shore-based spares will be stored as near to the applicable RRF vessels as practicable. Accordingly, Region Directors are authorized to negotiate the redistribution of shore-based spares between Region warehouses with the approval of the Division of Logistics Support.

**7.05 Inventory Management.** Regions will manage their shore-based inventories per the RRF Logistics Management Manual and corresponding inventory management system (RRF-ECSMIS) guidelines through input into RRF-ECSMIS maintained by the Division of Logistics Support.

**7.06 Financial Accountability.**

- 1 Financial accountability of the shore-based inventory will be maintained by periodic summary reports submitted by the Chief, Division of Logistics Support to the Chief, Division of Accounting Operations.
- 2 "Pricing" of shore-based spares will be adjusted to the actual purchase price, or in the case of salvaged, reutilized, or refurbished material, estimated current value. Prices/values are to include any related costs for transportation and set-up.

**7.07 Physical Inventory.** Physical inventories shall be conducted to verify inventory accuracy and to correct imbalances. Report results to the Region APO for annual reporting as required by paragraph 6.04.

**SECTION 8. PHYSICAL SECURITY:**

**8.01 Physical Security of Repair Parts and Outfit Items.** Ship managers and general agents, as designated property custodians by ship manager contract and applicable service agreements, are responsible for the physical protection of all government property assigned to each RRF vessel in their custody. Guidelines for physical protection devices will be published in the RRF Logistics Management Manual.

**8.02 Physical Security of Shore-based Spares.** The Region-appointed Property Custodian for shore-based spares will be responsible for the physical protection of material stored in Region warehouses. Special care must be taken to ensure

that adequate protective measures for physical security and a mechanism for monitoring security and for reporting unauthorized entry or use immediately to the Region APO are in place and operational.

**8.03 Monitoring Security of Repair Parts, Outfit Items and Shore-based Spares.**

- 1 Region Directors are responsible for monitoring the security of repair parts, outfit items and shore-based spares per procedures contained in the RRF Logistics Management Manual.
- 2 The Chief, Division of Logistics Support is responsible for monitoring the overall level of security of repair parts, outfit items and shore-based spares. In carrying out this responsibility, the Division of Logistics Support will conduct periodic reviews of the Region's inspection program and will conduct inspections of the warehouses and at least two vessels in each Region annually. Results of these inspections will be reported to the RRF Program Manager, with copies to the responsible Region Director.

**SECTION 9. PUBLICATION OF IMPLEMENTING DIRECTIVES.** The Director, Office of Ship Operations, shall issue such instructions, manuals or other directives as necessary for the implementation of RRF/LSS responsibilities and procedures. All issuances shall be coordinated in advance with and shall be co-signed by the Director, Office of Management Services. Those issuances that require action by contractors or agents also shall be coordinated with the Director, Office of Acquisition, to ensure the procedures do not exceed the terms of applicable contracts or service agreements.

**SECTION 10. EFFECT ON OTHER ISSUANCES.** This order supersedes MAO 630-7, "Ready Reserve Force: Logistics Support System (RRF/LSS)," dated June 27, 1989 and amendment 1 dated March 12, 1992; and MAO 630-11, "RRF Logistics Support System Compliance Review and Inspection Program," dated November 7, 1989.

  
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